

CITY OF MILFORD
REGULAR MEETING
JANUARY 2, 2013
MINUTES

A regular meeting of the Mayor and Council of the City of Milford, Nebraska was held at the Webermeier Library Building in said City on the 2nd day of January 2013 at 7:30 pm. Present were: Mayor Dean Bruha; Council members: Jeff Baker, Rick Fortune, Jeff Heckman, Dan Kral; Attorney Robert Blevens; Chief of Police Forrest Siebken and City Clerk Jeanne Hoggins. Also present: Elaine Plessel and Logan Tuttle with the press.

Notice of the meeting was given in advance thereof by posting in three public places; a designated method for giving notice, as shown by the Affidavit of Publication attached to these minutes. Notice of the meeting was given to the Mayor and all members of the Council and a copy of their acknowledgement of receipt of notice and the agenda is attached to these minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

CALL TO ORDER: Mayor Dean Bruha called the meeting to order at 7:31 pm. and publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act is available for review and is posted on the east wall of the Webermeier Library Meeting Room.

MINUTES: A motion was made by Baker and seconded by Kral to approve the minutes of the December 4, 2012 meeting. Roll call vote: Baker yes, Kral yes, Fortune yes, Heckman yes. Motion carried.

A motion was made by Fortune and seconded by Heckman to approve the minutes of the December 14, 2012 meeting. Roll call vote: Fortune yes, Heckman yes, Baker yes, Kral abstain. Motion carried.

PAYMENT OF BILLS: A motion was made by Heckman and seconded by Kral that the following bills in the amount of \$226,808.63 and payroll in the amount of \$27,469.72 totaling \$254,278.35 approved by the Auditing Committee be approved for payment. Roll call vote: Heckman yes, Kral yes, Baker yes, Fortune yes. Motion carried.

SALARIES:

54675	Mark Frey	1530.47
54676	Forrest Siebken	1365.95
54677	Mavis Ferris	92.48
54678	Jeanne Hoggins	1335.38

54679	Gary TeSelle	938.00
54680	Robert Hull	925.56
54681	David Dahle	1082.69
54682	George Matzen	697.79
54683	Tracy Yeackley	786.10
54684	Benjamin Rediger	848.58
54685	Craig Corder	1360.64
54686	Jason Meyer	993.82
54687	Sean Stahly	101.38
54688	Lisa Aschoff	587.58
54689	Erica Pallas	314.28
54690	Timothy Long	106.47
54691	Leslie Frazier	332.12
45698	Mark Frey	1576.60
54699	Forrest Siebken	1365.95
54700	Mavis Ferris	42.68
54701	Jeanne Hoggins	1378.06
54702	Gary TeSelle	1053.06
54703	Robert Hull	1109.20
54704	David Dahle	1130.50
54705	George Matzen	361.51
54706	Tracy Yeackley	832.84
54707	Benjamin Rediger	963.66
54708	Craig Corder	1503.55
54709	Jason Meyer	1183.18
54710	Lisa Aschoff	406.88
54711	Erica Pallas	249.44
54712	Timothy Long	34.91
54713	Leslie Frazier	139.63
54716	Ricky Fortune	138.52
54717	Dean Bruha	184.70
54718	Jeffery Baker	138.52
54719	Jeff Heckman	138.52
54720	Dan Kral	138.52
GENERAL FUND:		
54629	Waylon Delong- WA/SW Deposit Refund	75.00
54630	US Postmaster- Utility Billing Postage	194.88
54631	Aflac- Dis, Cancer, Acc, Suppl.	567.66
54632	American Building Inspectors- Inspections & Fee	690.00
54633	Aramark- Pants & Rags	522.73
54634	AT&T- Long Distance	3.43

54635	Atco International- Hand Spring	330.00
54636	Berry- Directory Advertising	16.75
54637	Black Hills Energy- Service for Nov.	581.09
54638	Brad Havener Construction- New Door	930.00
54639	Colin Electric- Maurey Insert	23.44
54640	Concrete Works, Inc.- Pool Payment	75729.00
54641	Diode Communications- Service for Nov.	55.22
54642	Eakes Office Plus- Desk Calendars, Paper	466.06
54643	Farmer's Cooperative- Fuel for Nov, Tire Repair	2190.31
54644	Helen Johnson- Entertainment	65.00
54645	Kelly Supply Co.,- Adapter, Tee, Bushings	269.92
54646	Matheson Tri-Gas- Oxygen	73.80
54647	Memorial Health Care Systems- Flu Shots	250.00
54648	Milford Art Club- Window Painting	25.00
54649	Milford Valu-Rite Pharmacy- Epi-Pen, Epi-Pen Jr.	378.00
54650	Milford Fire & Rescue- NEMSA Winter Conference	420.00
54651	Municipal Supply- Valve Box Top, Extensions	213.61
54652	Nebraska Motor Parts- Chain Link Roller, Asst, Clamp	11.62
54653	NPPD- Service for November	6146.98
54654	OCE Imagistics- Copies, Maint. Base	55.10
54655	Pac-N-Save- Food	67.40
54656	Paper Tiger Shredding- Minimum Pick up	75.00
54657	Pizza Kitchen- November Meals	122.50
54658	Quill Corporation- Calendar, Paper	16.22
54659	Rediger Automotive- Service Unit #2	60.82
54660	Ikon Office Solutions- Buy out for Ricoh Copier	7087.68
54661	Robert Boshart- Registration, Meals, Hotel, Mileage	328.51
54662	Roxanne Roth- Cleaning Services	50.00
54663	Sam's Club- Membership Renewal	105.00
54664	Seward Co Public Power Dist- Wells 1&2	561.07
54665	Seward Co. Clerk- Election Cost	118.83
54666	Seward Co. Independent- Notices, Repair Forms	119.30
54667	Subway Motors- Repair Break Leak	43.00
54668	Sunrise Country Manor- Food for November	551.25
54669	The Garbage Co- Service for November	143.75
54670	TooFast Supply- Raincoat	16.39
54671	United Industries- Water-stop	339.00
54672	Verizon Wireless- Air Card Charges	80.06
54673	Verizon Wireless- Dept Cellular	102.28
54674	Windstream- Service for November	598.24
54692	Ameritas- Pension	1684.08

54693	Union Bank- HSA	705.00
54694	Coventry Health Care- Health Insurance Jan 2013	8516.12
54695	Fort Dearborn- Life Insurance	113.52
54696	Mutual of Omaha- Disability	30.24
54697	Shell Fleet Plus- Fuel for '08 Truck	112.59
54714	Ameritas Group- Pension	1684.08
54715	Union Bank- HSA	705.00
54721	Ackerman Rock & Gravel- Gravel	2450.29
54722	Aloha Roth- Cake	20.00
54723	ASCAP- License Fee 2013 (Radio)	327.00
54724	American Water Works- Membership Dues	70.00
54725	Baker & Taylor- Books	510.28
54726	Blevens Law Office- Legal Services for Jan	350.00
54727	Canon Financial- Contract Charge	254.00
54728	Card Service Center- Toner Cartridge	167.07
54729	Petty Cash- Postage	14.00
54730	Companion Life- Dental Coverage	595.52
54731	Companion Life- Vision Coverage	23.39
54732	Concrete Works- Help w/Snow Removal, patch work	1570.00
54733	Culligan Water Conditioning- Rental & Water	86.90
54734	Digital Ally- Program Upgrade	405.00
54735	EMC- Payroll Audit	156.00
54736	Emergency Medical Products- Head Immobilizer	262.79
54737	George Matzen- Computer, AV Supplies	227.01
54738	GreatAmerica Leasing- Meter Rent	80.00
54739	JEO Consulting- Construction Service RPR	1200.00
54740	JR Welding- 2 ½ Square Tube, Truck #50	75.00
54741	Kelly Supply- Tee, Glue, Frt	253.89
54742	Layne Christensen- Chemically Treat Well 4	6655.95
54743	Martin Excavating- Snow Removal	390.00
54744	Marvin E Jewell & Co.- Audit Service Year End	11700.00
54745	Michael Frederick- Books	32.00
54746	Midwest Radar & Equipment- 3 Radar Certifications	120.00
54747	Milford Chamber of Commerce-2013 Membership	75.00
54748	Milford Plumbing- 2" Adapt, 4" Clamp,	22.97
54749	Milford School Dist- Parking Fines	75.00
54750	Municipal Supply- 1" Meters	770.96
54751	Mutual of Omaha- Medicare Supplement	821.84
54752	Nebraska Public Health- Coliform, Nitrate	135.00
54753	OCE Imagistics- Printer- Police Dept.	399.00
54754	Office Depot- DVD's, CD's, & File Labels	121.17

54755	Omaha World Herald- Newspaper Subscription	110.24
54756	One Call Concepts- Locate Requests	10.35
54757	Reader Service- Books	12.99
54758	Roxanne Roth- Cleaning Services	50.00
54759	Sack Lumber Co- Compacter-Rammer (Rental)	88.58
54760	Seward Co. Economic Development- Annual Fee	5000.00
54761	Shell Fleet Plus- Fuel Expense	769.96
54762	Shell Fleet Plus- Car Gas	37.79
54763	Sterling West- Shade Shelter	4633.00
54764	Union Bank- Gary TeSelle Acct, Medicare Part D	731.50
54765	United Industries- Pool Materials	4099.36
54766	Verizon Wireless- Cell Phone Bill	94.76
54767	Wal-Mart- Supplies, Soap	53.19
54768	Windstream – telephone service	489.27

REPORTS OF OFFICERS, BOARDS AND COMMITTEES: Written reports received were Milford Housing Authority minutes for December 13, 2012; Recreation Board minutes for December 17, 2012 and MVFD Rescue NARSIS Report for December 2012. Heckman – the pool project is progressing nicely and Concrete Works was able to accomplish all they needed to before the snow hit. Asst. Library Director Leslie Frazier has turned in her letter of resignation. Baker – Chamber of Commerce has a couple of new projects for 2013. Sr. Center has a new salad bar which they purchased from Polk County.

COMMUNICATIONS: *Sales tax received for the month of October 2012 in the amount of \$14,312.27.

UNFINISHED BUSINESS:

Discuss/Action Strategic Planning survey for Milford: Mayor Bruha asked the Council members to add their ideas for the purpose of creating a strategic planning survey. Baker noted that Seward County Economic Development will be using the results from Seward, Utica and Milford to create a Strategic Plan. Last month the Council was asked to come up with different ideas of items that could be listed on the survey. The survey will hopefully create guidance from the community. Hoggins contacted NPPD and they would be willing to facilitate the sessions as well as assist us in working thru the process to create a plan with goals. They have access to a website based survey tool as well as a voting tool. Ideas mentioned: bike/walking trail, low to medium income housing, south park redevelopment/R.V. Park, downtown revitalization. Baker also mentioned the Chamber is looking into a First Impressions Project.

NEW BUSINESS:

Audit Report – Carmen Standley, Marvin E. Jewell: Carmen announced to the Board that Account Dennis Kubicek retired as of December 31, 2012. Carmen has been with the firm for 15 years and has always been involved in our Budget and Audit process. She reported the audit findings for fiscal year end Sept. 30, 2012 as well as highlighting areas such as the GASB requirements, management issues, cash flow management, major and non-major funds, proprietary funds, definitions of fund balance classifications, budget/actual comparisons. In their opinion the financial statement for the City of Milford presents fairly which is a gold star rating.

Set Public Hearing Date for One & Six Year Plan: Mayor Bruha and Council agreed to set the Public Hearing for the One & Six Year Plan for February 5, 2013.

Approve 2013 Committee List: After reviewing the vacancies of some of the Boards a motion was made by Kral and seconded by Fortune to approve the 2013 Committee list as presented. It was decided to discuss term limits of a couple of boards at the next regular meeting.

Economic Development Funding Guidelines: The information that was presented for review was a document put together by past Seward County Economic Development Director Lana Rourke. The Council questioned how broad the guidelines were. Each community should set guidelines for what they want to accomplish with economic funding. Fortune noted there should be some authority that has knowledge of the Economic Development guidelines. Contacts will be made to find assistance in creating guidelines. A motion was made by Baker to temporarily suspend until we can fill the boards, come up with a standard application and have guidelines written within the next 30 days. Kral questioned if the motion meant to suspend for 30 days. Baker answered yes. Blevens questioned the motion to say, “you are going to suspend issuing new loans or grants until such time you have appropriate guidelines and documentation requirements in place”. Baker stated yes, that was his motion and we need to give ourselves a deadline and review it in 30 days. Heckman questioned whether 30 days is enough time? Kral agreed that a deadline needs to be attained as we have individuals with applications at City Hall. This needs to be put on the priority list. A motion was then made by Baker and seconded by Kral to suspend granting loans or grants from the Milford Economic Development, LB840 funds until a standard application and guidelines can be created by this board in cooperation with the Milford Economic Development Committee to be reviewed in 30 days (February meeting). Roll call vote: Baker yes, Kral yes, Fortune yes, Heckman yes. Motion carried.

Action on Recommendation from Recreation Board – Chamber of Commerce Fundraiser, Banners on Welch Park Fencing: The Chamber of Commerce approached Baker regarding a fundraising project in which advertisement banners would be purchased and hung on the Welch Park ball diamond fence. They would like to use the funds for a “First Impressions Project” for the downtown area. The Council questioned whether a portion of the funds should come back to the City’s Recreation Dept. Baker suggested a small amount for the fence brackets. Heckman questioned how the process of purchasing the banner would work. Baker didn’t have specifics from the Chamber other than they would handle everything. The City would only provide the space/fence. Baker will come back to the City with the Chamber of Commerce plan. A few councilmembers still think some of the profit should go back to the Recreation Dept. If the Chamber is ready to provide details by the February meeting we will put this back on the agenda.

Introduction and Adoption of Resolution – Disposition of Surplus Property: The following resolution was introduced by Heckman, who moved its adoption and seconded by Fortune.

RESOLUTION NO. 484

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF MILFORD, NEBRASKA:

That the following property is declared to be surplus property:

HP Black/White Laser Printer
Brother Multifunction Black/White Laser Printer
Hoover Tempo Vacuum Cleaner
OKI Microline 591 Wide Carriage Printer
OKI Microline 491 Wide Carriage Printer

and shall be offered for sale to the public by written bids to be presented to the City Clerk at the City Offices at 505 1st Street, in the City of Milford, Nebraska, commencing on January 9, 2013 and ending on January 24, 2013 at 4:00 o’clock p.m. The amount of the highest bid shall be available to the public at the City Offices, and each item of property shall be sold to the highest bidder. Bids may be increased at any time during the auction period until the bids are closed. A copy of this Resolution shall be posted at least 7 days prior to the end of the auction at the following public places:

City Hall Office
U.S. Post Office
Farmers & Merchants Bank

The property shall be delivered to the highest bidder upon completion of the auction and payment for the property purchased.

Roll call vote: Heckman yes, Fortune yes, Baker yes, Kral yes. Motion carried.

Attest: _____
Jeanne Hoggins, City Clerk

Dean A. Bruha, Mayor

(SEAL)

ADJOURNMENT: A motion was made by Heckman and seconded by Baker to adjourn the meeting. Roll call vote: Heckman yes, Baker yes, Fortune yes, Kral yes. Motion carried and meeting adjourned at 9:32 pm.

Jeanne Hoggins, City Clerk

Dean A. Bruha, Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Milford, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and done by the Mayor and Council on January 2, 2013 that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

(SEAL)

Jeanne Hoggins, City Clerk